



REPLY TO
ATTENTION OF

IMEU-VIC-HR

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNT 31401, BOX 41
APO AE 09630

18 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-07 (Version 2), Civilian Incentive Awards

1. This memorandum supersedes U.S. Army Garrison Vicenza Policy Memorandum 08-07, Civilian Incentive Awards dated 02 Sep 2008.
2. References:
 - a. AR 672-20, Incentive Awards, 29 Jan 1999.
 - b. AE Suppl to AR 672-20, Incentive Awards, 11 Oct 2007.
 - c. DA Pam 672-20, Incentive Awards Handbook, 1 July 1993.
 - d. Vicenza Civilian Personnel Advisory Center LN Awards Handbook.
 - e. Army in Europe Command Policy Letter 18, Civilian Awards, 18 Apr 2006.
 - f. AR 215-3, Nonappropriated Funds Personnel Policy.
 - g. Current National Security Personnel System (NSPS) End of Cycle Pay Pool Guide.
3. The USAG Vicenza Garrison Commander will control monetary and time-off awards as follows:
 - a. NSPS employees will receive performance awards through pay pool management.
 - b. Wage Grade and GG employee performance awards will be processed as indicated in AR 672-20 Chapter 5 (ref A) and may be approved by directors.
 - c. Local national employee performance awards will be submitted as per the Vicenza CPAC Local National (LN) Employees in Italy Incentive Awards Handbook (ref D), Appendix A and may be approved by directors.
 - d. NAF awards will be processed IAW current FMWR SOP and reference f.

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4. For Special Act or On-the-Spot awards over \$500 for any category employee, managers must get the Garrison Commander's approval. Awards of \$500 or less may be approved by the Directors. See procedures in paragraph 6 below.
5. For time off awards, immediate supervisors may approve up to 8 hours. Requests for more than that must go to the next higher level supervisor, who may grant up to 40 consecutive hours for a maximum of 80 hours per leave year, in accordance with AR 672-20 (Ref A), Chap 4. Host Nation employees in Italy are not authorized Time Off Awards.
6. Managers will submit a Staff Summary, signed by the Director, with the concurrence of the Directorate of Human Resources and Resource Management Office, and will be routed through the Deputy Garrison Commander to the Garrison Commander for approval.
7. For non-monetary awards, see current DHR Award SOP.
8. Point of contact for this action is Chief, Workforce Development Division, Directorate of Human Resources, DSN 634-8140.


ERIK O. DAIGA
COL, MI
Commanding

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